

Section:	V.3.32	
Title:	Transcripts	
Effective Date:	October 20, 2017	
Approved By:	Director of Records and Registration	
Responsible Unit:	Enrollment Management (609) 771-2141; recreg@tcnj.edu	
Related Documents:	<ul style="list-style-type: none"> • Transcript Services 	
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
4.0	October 20, 2017	Revised
3.0	June 1, 1998	Revised
2.0	April 15, 1991	Revised
1.0	January 10, 1974	New policy; initial release

I. INTRODUCTION

This policy certifies The College of New Jersey’s official transcript as a statement of a student’s academic record.

II. DEFINITIONS

N/A

III. POLICY

The official transcript is The College of New Jersey’s certified statement of a student’s academic record. The official transcript contains the College seal and signature of the Director of Records and Registration with all enrolled courses, grades, academic term, and notations of conferred majors, minors and degrees.

The College currently does not require a fee for official transcripts, however, no transcript will be sent if the student in question has an outstanding financial obligation to the College. Official transcripts cannot be faxed under any circumstances. Current students must use PAWS to request official transcripts with the use of PAWS serving as a student’s formal request to release their transcript records.

Former students who attended the College during or after the year 2000 must also request transcripts via PAWS. Specific instructions with login instructions are available to those

students who attended during this time period.

Former students who attended the College prior to 2000, must request transcript by submitting a Request for Transcript Form to the Office of Records and Registration via fax, mail or by email attachment. All transcript requests must contain an original signature, electronic signatures will not be accepted. Instructions on how to request a transcript can be found on the Records and Registration website at

<http://www.tcnj.edu/~recreg/policies/transcripts.html>

Unofficial transcripts may be accessed by current students and former students who attended the College during or after the year 2000 for purposes such as “Good Driver Discounts” and for personal use via the PAWS student center.